

Missouri Department of Conservation

Show-me Missouri Fish-Mobile Aquarium Reservation Procedure

All reservation requests by private entities will be routed through the Missouri Department of Conservation Office nearest to the proposed event or directly through the Mobile Aquarium Operator (MAO) at Columbia Central Regional Office. Requests for CY 2004 must be admitted at least 60 days in advance of the event and no later than October 1, 2003. All requests must be submitted using the Show-me Missouri Fish-Mobile Aquarium Reservation Form available from the MAO or downloaded from the MDC public website and mailed or e-mailed to:

Jeff Finley
Missouri Department of Conservation
Fisheries Staff Biologist/Mobile Aquarium Operator
1907 Hillcrest Drive
Columbia, MO 65201

finlej@mail.conservations.state.mo.us

Events should be at least three days in length, well advertised and appropriate for this type of display. Requesting individual or office must review set-up requirements prior to submitting requests and agrees to serve as a liaison between event promoter/host and mobile aquarium staff before, during and after the event. The "Show-me Missouri Fish" Mobile Aquarium is a public service and costs nothing to the requesting entity. Consequently, entry fees, booth rental or other related costs must be waived. The signed Agreement must be completed and in the possession of the MAO at least 30 days in advance of the scheduled appearance.

All CY 2004 requests for reservations which meet the aforementioned criteria will be reviewed and scheduled by the MAO. If an event conflict arises, and an agreement cannot be reached by the requesting personnel and the MAO, the Mobile Aquarium Steering Committee (MASC) will be asked to review and prioritize the events. The MASC has final authority in scheduling the Mobile Aquarium.

Confirmation of CY 2004 appearance schedule will be announced via e-mail and posted no later than November 1, 2003.

MOBILE AQUARIUM SET-UP REQUIREMENTS

The requirements listed below are for ideal conditions. Inability to meet these needs does not necessarily mean exclusion from the event.

Firm level surface (cured asphalt or concrete slab preferred) .

115 grounded AC power within 100 feet.

Fire hydrant (city treated water) within 100 feet.

Drain within 100 feet (preferably to sewer or storm drain).

A 50' x 15' area for set up and display.

20 feet of overhead clearance for angling demonstrations (9 feet for display only).

Minimum 9'x9' opening into building without sharp turns, curbs >6" or steep inclines >15E.

Overhead cover (shade) when used out of doors.

Ample lighting.

Access to area one day prior to event and one day after for aquarium set-up and take-down.

Access at least 1 hour prior to daily event start time for maintenance.

24-hour security dedicated strictly to the Mobile Aquarium if used outside a secure facility.

If the above stipulations cannot be met, please let me know in advance so appropriate modifications or additional equipment needs can be met.

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Note: The Mobile Aquarium is extremely heavy (11,000 lbs empty and nearly 37,000 lbs when filled and is supported by 8, 10-ton bottle jacks). The truck and trailer measure roughly 60 feet in length (trailer = 40 feet). Please keep this in mind when scheduling events.

Show-me Missouri Fish-Mobile Aquarium

Reservation Request Form

Primary contact (Requesting Party) Name address, phone, fax numbers and e-mail:	
Local contact (Event Promoter/host) Name address, phone number and e-mail	
Name and nature of event:	
Dates of event:	
Location and address of event (include map if it will be helpful):	
Expected attendance:	
Describe the Target Audience:	
What are the objectives of this event?	
Is School involvement planned? Describe:	
Why is the MA being requested for this event?	
What do you hope to accomplish with the MA at this event?	

Missouri Department of Conservation

SHOW-ME MISSOURI FISH – MOBILE AQUARIUM

Agreement

This Agreement entered into by and between the **MISSOURI DEPARTMENT OF CONSERVATION**, having its principle office at 2901 W. Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180 (hereinafter “Department”) and

_____, (name) of _____ (address) (hereinafter “Event Organizer”) for the use of the **SHOW-ME MISSOURI FISH – MOBILE AQUARIUM** (hereinafter “Aquarium”) at _____ (hereinafter the “Event”) to be held at _____ (address of the Event).

1. The Event Organizer agrees to provide free of charge:
 - a. An adequate water supply within 100 feet of where the Aquarium is to be located.
 - b. Adequate drainage for the discharge of water within 100 feet of where the Aquarium to be located.
 - c. Display space which is at least 50 feet by 15 feet with a minimum ceiling height of 20 feet.
 - d. An unobstructed opening of at least 9 feet by 9 feet for entrance and exit of the building or area where the Aquarium is to be located.
 - e. Access to the building or area where the Aquarium is to be located at least 24 hours in advance of the opening of the Event for set-up and daily access to the building or area at least 1 hour prior to daily opening of the Event and the ability to exit the Event for at least 12 hours past daily closing of the Event.
 - f. A grounded source for 115 volt electrical supply within 75 feet of where the Aquarium is to be located.
 - g. Sufficient security for the Aquarium when Department personnel are not present either by providing security personnel who will be dedicated to securing the Aquarium or by the ability to lock the area or building where the Aquarium is located.
 - h. A temperature controlled building sufficient to house the Aquarium or an outside area with sufficient shade to cover the Aquarium at all times.
 - i. Acquisition of all local government permits, licenses or other permissions necessary to display, transport or otherwise use the Aquarium at the Event.
 - j. Daily passes or other means of waiving any entrance and parking fees or charges for the Event for Department personnel attending to, setting up or taking down the Aquarium or taking part in the display or educational programs associated with the Aquarium.
2. The Department agrees to provide free of charge:
 - a. The Aquarium and associated accessories for display.
 - b. Selected seminars, demonstrations and education programs conducted by Department personnel or professional anglers.

- c. Personnel to set up and take down the Aquarium and display within 24 hours of the Event and to be present at the Aquarium during the hours the public may attend the Event.
- d. Photographs, logo's and other promotional materials about the Aquarium for use in advertising and promoting the Event.

3. The parties agree:

- a. The Event will begin on _____, 200_ at ____:____ a.m./p.m. (circle one) and will end on _____, 200_, at ____:____ a.m./p.m. (circle one). The Aquarium will be available during the entire Event.
- b. The Department assumes no liability and will not be held responsible if the Aquarium cannot be present for the Event due to an act of God or other circumstances beyond the control of the Department.
- c. No persons other than Department personnel may be on, in or demonstrate from the Aquarium without the express permission of the Aquarium Operator.
- d. This Agreement must be signed by the Event Organizer and returned to
Jeff Finley
Missouri Department of Conservation
Fisheries Staff Biologist/Mobile Aquarium Operator
1907 Hillcrest Drive
Columbia, MO 65201
at least 30 days prior to the Event.

EVENT ORGANIZER

DEPARTMENT OF CONSERVATION

By: _____

By: _____

Title: _____ Title: _____

Date: _____ Date: _____